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IDCI User Documentation

Introduction

The Idaho District Contact Information (IDCI) application has been completely redesigned. This new version of IDCI pulls all of its data from ISEE/Core, the “source of truth” data. All updates to contact and location directory information displayed in the IDCI application going forward must be submitted via ISEE Uploads and cannot be updated directly in the IDCI application as in the past. The advantage of this new IDCI framework is that all data is updated in, and accessed from, ISEE/CORE, facilitating greater accuracy and consistency of directory data across all of SDE.

District users must request assignment of the IDCI User role from their district Admin Tool user.

Login

1. Click the Log On link at the top right of the IDCI home page



2. On the Log On screen, select your organization from the drop-down selection list and click the “Continue to Sign In” button



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3. On the Log On screen, enter your username and password and click the “Sign In” button

Log On

Please enter your username and password.

Account Information

User name:

Password:

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

4. You will now see your username at the top right of the IDCI home page

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

 **IDAHO**
STATE DEPARTMENT OF EDUCATION

[Log Off](#)  rgallagher@edu.id
Idaho District Contact Information

[Home](#) [Search](#) [Mailing Lists](#) [Help](#)

Welcome to Idaho District Contact Information

Program contact directory information displayed in the IDCI application is updated from the data sent in an ISEE Directory Program Contacts submission to the State Reporting Manager (SRM). The contact information being updated directly from this data results in greater accuracy and consistency of directory data across all of SDE.

The ISEE Directory Program Contacts submission can be done at any time. The information in IDCI will be updated the next business day after submission. Note: the data in the ISEE Directory Program Contacts submission will replace ALL Program contact directory information for the district.



Navigation



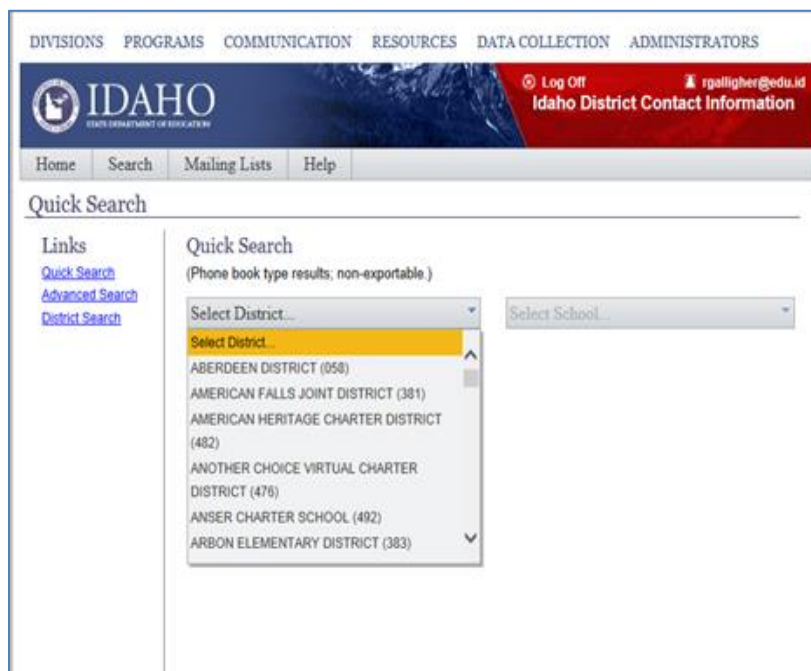
1. The IDCI Homepage navigation bar consists of four links:
 - 1.1. Home: Returns the user to the IDCI homepage from anywhere in the application
 - 1.2. Search: Takes the user to the Search page
 - 1.3. Mailing Lists: Takes the user to the external mailing lists that are available to the public
 - 1.3.1. Note: The Mailing Lists option originally did not require logging on to see, but was recently moved behind the logon.
 - 1.4. Help: Opens the IDCI Help file (this document)

Search

There are 3 different search types depending on what the user is looking for. Each search type is described below:

Quick Search

1. Quick search is intended as a quick reference telephone book
2. Quick search allows the user to find district and school contact and location information only
3. Quick search does not allow the export of search results
4. Selecting a district:
 - 4.1. Click the Select District drop-down list and click the desired district from the list



- 4.2. Selecting a district from the District drop-down list returns the selected district information including a map of the district office and a list of the district contacts

Quick Search

Links

[Quick Search](#)

[Advanced Search](#)

[District Search](#)

Quick Search

You are conducting a quick search which only allows for district and school search.

(Phone book type results; non-exportable.)

BOISE INDEPENDENT DISTRICT (001)

Select School...

Reset Search

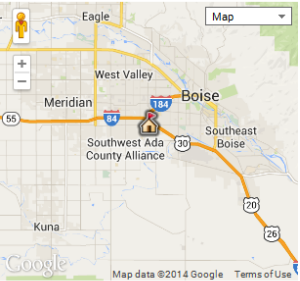
District Results

BOISE INDEPENDENT DISTRICT

8169 W VICTORY RD

BOISE, ID 83709-4164

(208) 3383400



District Contacts

Title(s)	First Name	Last Name
FOOD SERVICE DIRECTOR	PEGGY	BODNAR
	MOORE	
SUPERINTENDENT	DONALD E.	COBERLY
TRANSPORTATION SUPERVISOR	LANETTE	DAW
SCHOLARSHIP COORDINATOR	JENNIFER L.	HENDERSON
BUSINESS MANAGER	NANCY J.	KAHLER
ISSE COORDINATOR	DAVID B.	ROBERTS

5. School Search

- 5.1. Once you have selected a district, you can then select a school from the “Select School” drop-down list
- 5.2. This school list is filtered for only schools associated with the selected district.

Quick Search

Links

[Quick Search](#)

[Advanced Search](#)

[District Map](#)

Quick Search

(Phone book type results; non-exportable.)

BOISE INDEPENDENT DISTRICT (...)

Select School...

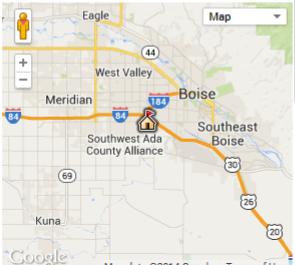
District Results

BOISE INDEPENDENT DISTRICT

8169 W VICTORY RD

BOISE, ID 83709-4164

(208) 3383400



HIDDEN SPRINGS ELEMENTARY SCHOOL (0308)

HIDDEN SPRINGS ELEMENTARY SCHOOL (0679)

HIGHLANDS ELEMENTARY SCHOOL (0302)

HILLCREST ELEMENTARY SCHOOL (0307)

HILLSIDE JUNIOR HIGH SCHOOL (0003)

HORIZON ELEMENTARY SCHOOL (0510)


JEFFERSON ELEMENTARY SCHOOL (0317)

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5.3. After selecting the school, the search results now populate with both the district information as well as the school information

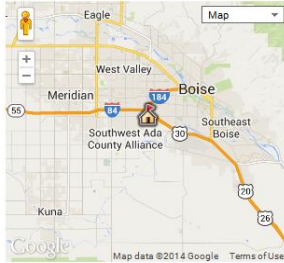
Quick Search

Links
[Quick Search](#)
[Advanced Search](#)
[District Search](#)

Quick Search
 You are conducting a quick search which only allows for district and school search.
(Phone book type results; non-exportable.)

BOISE INDEPENDENT DISTRICT (001)

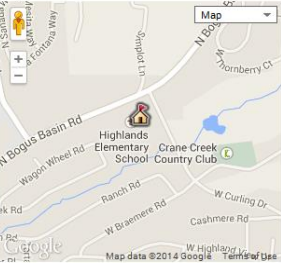
District Results
BOISE INDEPENDENT DISTRICT
8169 W VICTORY RD
BOISE, ID 83709-4164
(208) 3383400



District Contacts

Title(s)	First Name	Last Name
FOOD SERVICE DIRECTOR	PEGGY	BODNAR
SUPERINTENDENT	DONALD E.	COBERLY
TRANSPORTATION SUPERVISOR	LANETTE	DAW
SCHOLARSHIP COORDINATOR	JENNIFER L.	HENDERSON

School Results
HIGHLANDS ELEMENTARY SCHOOL
3434 BOGUS BASIN ROAD
BOISE, ID 83702-1507
(208) 8545050






School Contacts

Title(s)	First Name	Last Name
Principal	KRISTEN M.	DUSKEY

5.4. To see the detailed contact card for any contact in the search results, simply click that contact in the results list and the contact card will open for that contact.

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Idaho District Contact Information

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DONALD E. COBERLY Details

You are now viewing the details of DONALD E. COBERLY if this is not who you were looking for click the back button and refine your search.

Contact Details
First Name: DONALD E.
Last Name: COBERLY
Email: don.coberly@boiseschools.org
Phone: 2088544000
Extension:

Program Activities
Title: SUPERINTENDENT
Region: 3
County: Ada
District: BOISE INDEPENDENT DISTRICT
District Number: 001
Building: ADMINISTRATION BUILDING
School Number: 3001
NCES Number: 1600360

Advanced Search

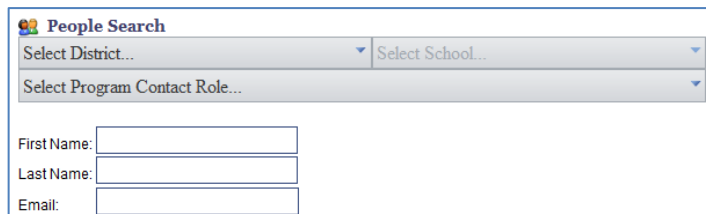
The IDCI Advanced Search feature allows you to search, filter, and sort by different search criteria. Advanced Search also allows the export of all search results into numerous document formats including Microsoft Excel.

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People Search

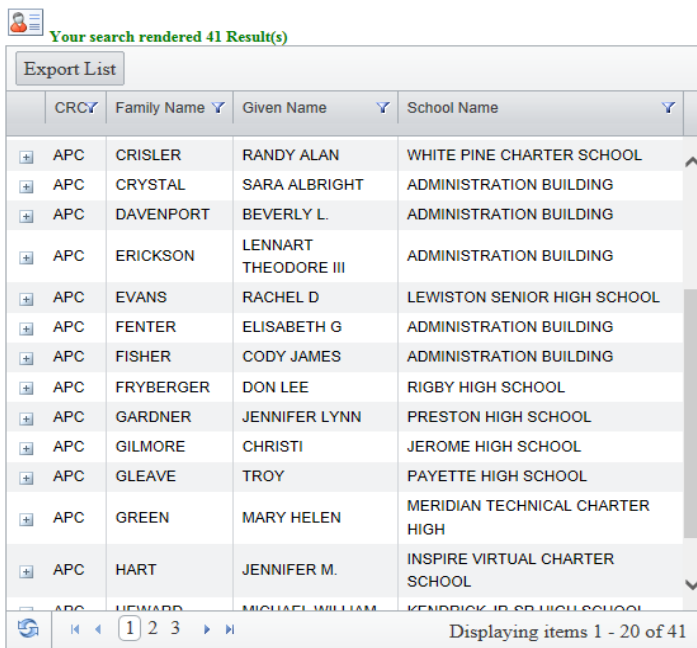
IDCI allows searching for people by district, school, Program Contact Role, First Name, Last Name, and Email address.

1. If you are searching by Program Contact Role, select the Program Contact Role you desire from the People Search drop down option



The People Search form contains three dropdown menus: 'Select District...', 'Select School...', and 'Select Program Contact Role...'. Below these are three text input fields labeled 'First Name:', 'Last Name:', and 'Email:'.

2. Click the Search button and the Program Contact Role selected for all Districts and all schools will display with the CRC, Contact Role Code, preceding the contact information



Your search rendered 41 Result(s)

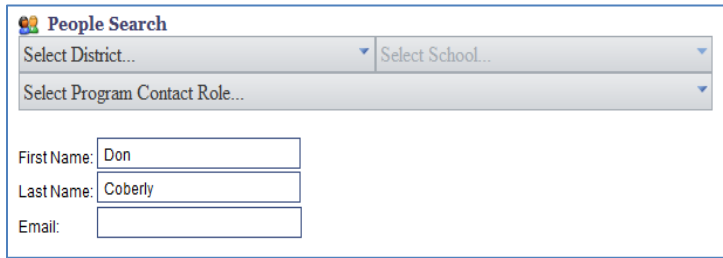
Export List

	CRCY	Family Name	Given Name	School Name
+	APC	CRISLER	RANDY ALAN	WHITE PINE CHARTER SCHOOL
+	APC	CRYSTAL	SARA ALBRIGHT	ADMINISTRATION BUILDING
+	APC	DAVENPORT	BEVERLY L.	ADMINISTRATION BUILDING
+	APC	ERICKSON	LENNART THEODORE III	ADMINISTRATION BUILDING
+	APC	EVANS	RACHEL D	LEWISTON SENIOR HIGH SCHOOL
+	APC	FENTER	ELISABETH G	ADMINISTRATION BUILDING
+	APC	FISHER	CODY JAMES	ADMINISTRATION BUILDING
+	APC	FRYBERGER	DON LEE	RIGBY HIGH SCHOOL
+	APC	GARDNER	JENNIFER LYNN	PRESTON HIGH SCHOOL
+	APC	GILMORE	CHRISTI	JEROME HIGH SCHOOL
+	APC	GLEAVE	TROY	PAYETTE HIGH SCHOOL
+	APC	GREEN	MARY HELEN	MERIDIAN TECHNICAL CHARTER HIGH
+	APC	HART	JENNIFER M.	INSPIRE VIRTUAL CHARTER SCHOOL
+	APC	HEWARD	MICHAEL WILLIAM	KENDRICK JR. SR. HIGH SCHOOL

Displaying items 1 - 20 of 41

3. To see the detailed contact card for any contact in the search results, simply click the plus sign next to the name and the contact card will open for that contact
4. To produce a spreadsheet to copy email addresses, click on the Email List button
5. If you know the specific person you are searching for, the easiest method is to enter that person's first and last name in the appropriate search fields which will provide the most specific search result.

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People Search

Select District... Select School...

Select Program Contact Role...

First Name: Don

Last Name: Coberly

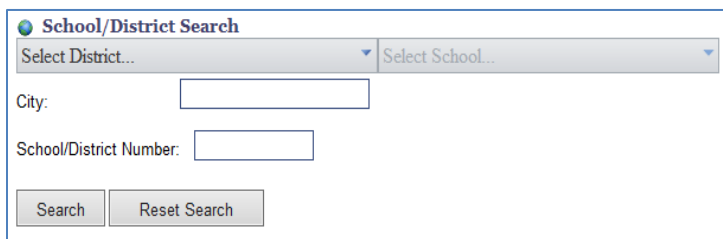
Email:

School/District Search

IDCI allows searching for people by district, school, city, and school/district number.

1. Selecting a district:

1.1. Click the Select District drop-down list and click the desired district from the list



School/District Search

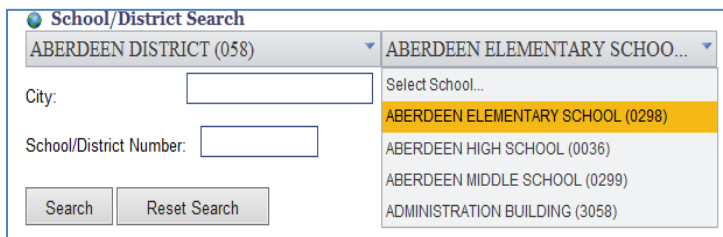
Select District... Select School...

City:

School/District Number:

Search Reset Search

1.2. Click the Select School drop-down list and click the desired school from the list



School/District Search

ABERDEEN DISTRICT (058) ABERDEEN ELEMENTARY SCHO...

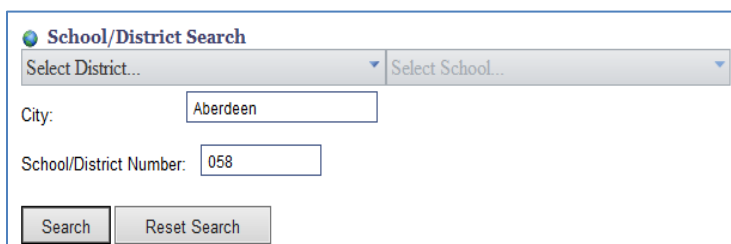
City:

School/District Number:

Search Reset Search

- Select School...
- ABERDEEN ELEMENTARY SCHOOL (0298)
- ABERDEEN HIGH SCHOOL (0036)
- ABERDEEN MIDDLE SCHOOL (0299)
- ADMINISTRATION BUILDING (3058)

1.3. If you know the specific city or school/district number you are searching for, the easiest method is to enter that city or school/district number in the appropriate search fields which will provide the most specific search result.



School/District Search

Select District... Select School...

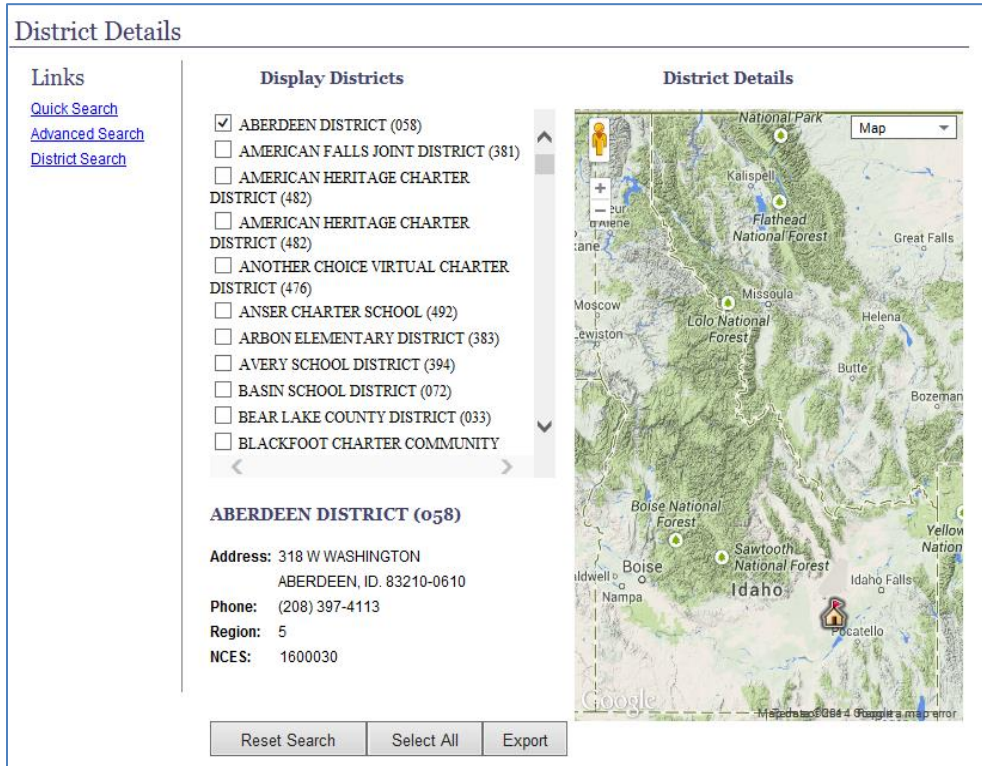
City: Aberdeen

School/District Number: 058

Search Reset Search

District Search

The District Search feature provides the ability to select a district, view its information including location on a map



The screenshot displays the 'District Search' interface. On the left, under 'Links', are 'Quick Search', 'Advanced Search', and 'District Search'. The 'Display Districts' section lists 15 districts with checkboxes; 'ABERDEEN DISTRICT (058)' is selected. Below this, the 'ABERDEEN DISTRICT (058)' details are shown: Address: 318 W WASHINGTON, ABERDEEN, ID. 83210-0610, Phone: (208) 397-4113, Region: 5, NCES: 1600030. On the right, a map of Idaho shows the location of Aberdeen. At the bottom, there are three buttons: 'Reset Search', 'Select All', and 'Export'.

District Name	Selected
ABERDEEN DISTRICT (058)	<input checked="" type="checkbox"/>
AMERICAN FALLS JOINT DISTRICT (381)	<input type="checkbox"/>
AMERICAN HERITAGE CHARTER DISTRICT (482)	<input type="checkbox"/>
AMERICAN HERITAGE CHARTER DISTRICT (482)	<input type="checkbox"/>
ANOTHER CHOICE VIRTUAL CHARTER DISTRICT (476)	<input type="checkbox"/>
ANSER CHARTER SCHOOL (492)	<input type="checkbox"/>
ARBON ELEMENTARY DISTRICT (383)	<input type="checkbox"/>
AVERY SCHOOL DISTRICT (394)	<input type="checkbox"/>
BASIN SCHOOL DISTRICT (072)	<input type="checkbox"/>
BEAR LAKE COUNTY DISTRICT (033)	<input type="checkbox"/>
BLACKFOOT CHARTER COMMUNITY	<input type="checkbox"/>

ABERDEEN DISTRICT (058)

Address: 318 W WASHINGTON
ABERDEEN, ID. 83210-0610

Phone: (208) 397-4113

Region: 5

NCES: 1600030

Reset Search Select All Export

The District Details page displays a list of available districts in alphabetical order, an Idaho state map, a view pane displaying district information, and an options bar

The District Details options bar consists of three links:

1. Reset Search – Clears selections on the Display Districts list
2. Select All – Selects all displayed districts
3. Export – Exports to a spreadsheet all selected districts

Note – when more than one district is selected from the list, the last one selected will appear in the view pane.

Search Tips

The key to an effective search is providing the application as much information as you are able, to optimize the results of your search. This section provides some tips for getting the most effective search results from the IDCI application.

1. Less is NOT more
 - 1.1. You can perform a Quick search to look for a specific Program Contact Role in a district, but it would be more efficient to perform an Advanced Search and search not only by District and School, but also by Program Contact Role.
2. Targeting your search
 - 2.1. This can be performed in several ways, you can search by City or School/District Number. You can also search all districts for all Business Managers or all Superintendents in order to produce a list to obtain email addresses for a target publication.
3. Refining your search
 - 3.1. Specific search features produce information for a special task. For example, District Search results in a search that produces both physical and mailing address information. The Advanced Search produces School Number and NCES Number.

Mailing Lists

The Idaho School Mailing Lists displayed on this site can be exported and printed when displayed to screen. These reports include:

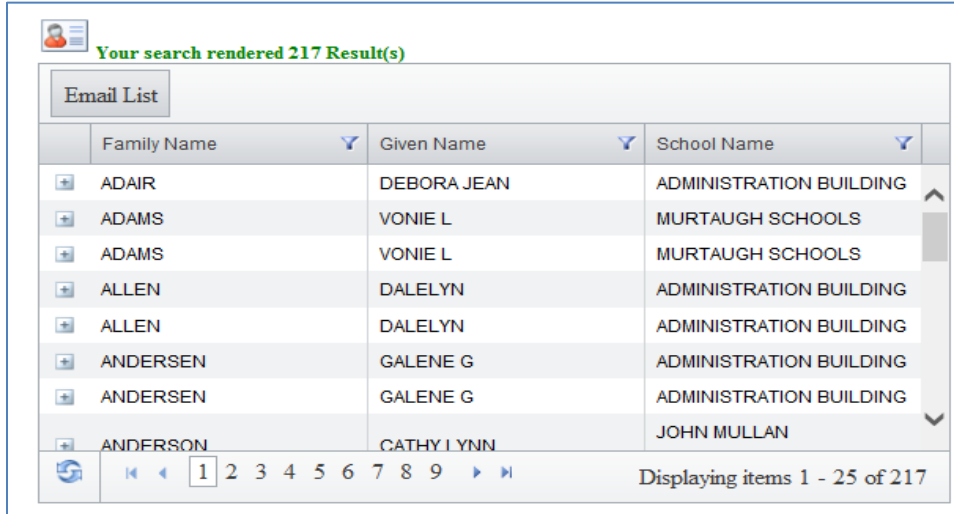
- Public District Superintendents
- Public Charter School Administrators
- Public School Principals
- Public Elementary School Principals
- Public Secondary School Principals
- Public Alternative School Principals
- School Counselors
- Public Superintendents Schools
- Homeless Liaison

Included on this page of mailing lists is the Educational Directory link that goes to the www.sde.idaho.gov web site.

IDCI User Documentation

How to Create Email Lists

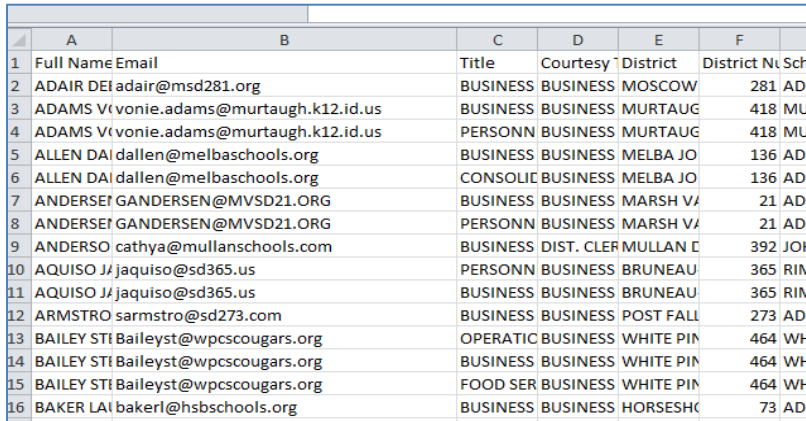
One of the IDCI's application main function is to produce contact mailing information for reporting publications to schools and districts. In the new IDCI application, an Email List option is available under the Advanced Search feature. The Email List option appears after a search has been performed for either a district, a Program Contact Role, or a combination of District, School, and/or Program Contact Role.



The screenshot shows a web interface with a header "Your search rendered 217 Result(s)". Below it is a button labeled "Email List". To the right of the button is a table with three columns: "Family Name", "Given Name", and "School Name". The table contains several rows of data, including ADAIR, ADAMS, ALLEN, ANDERSEN, and ANDERSON. At the bottom of the table, there is a pagination bar showing "Displaying items 1 - 25 of 217".

Family Name	Given Name	School Name
ADAIR	DEBORA JEAN	ADMINISTRATION BUILDING
ADAMS	VONIE L	MURTAUGH SCHOOLS
ADAMS	VONIE L	MURTAUGH SCHOOLS
ALLEN	DALELYN	ADMINISTRATION BUILDING
ALLEN	DALELYN	ADMINISTRATION BUILDING
ANDERSEN	GALENE G	ADMINISTRATION BUILDING
ANDERSEN	GALENE G	ADMINISTRATION BUILDING
ANDERSON	CATHY LYNN	JOHN MULLAN

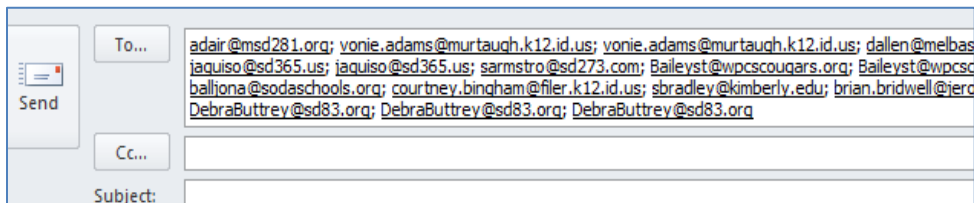
Clicking on the Email List button opens the search result in a spreadsheet format displaying the Email column values.



The screenshot shows a spreadsheet with columns A through F. Column A is labeled "Full Name Email" and contains a list of email addresses. Column B is labeled "Title" and contains various titles like "BUSINESS", "PERSONN", and "CONSOLIC". Column C is labeled "Courtesy" and contains various courtesies like "BUSINESS", "BUSINESS", and "POST FALL". Column D is labeled "District" and contains various districts like "MOSCOW", "MURTAUGH", and "MELBA JO". Column E is labeled "District No" and contains various district numbers like "281", "418", and "136". Column F is labeled "Sch" and contains various school names like "AD", "MU", and "AD".

A	B	C	D	E	F
Full Name Email	Title	Courtesy	District	District No	Sch
ADAIR DEI adair@msd281.org	BUSINESS	BUSINESS	MOSCOW	281	AD
ADAMS V vonie.adams@murtaugh.k12.id.us	BUSINESS	BUSINESS	MURTAUGH	418	MU
ADAMS V vonie.adams@murtaugh.k12.id.us	PERSONN	BUSINESS	MURTAUGH	418	MU
ALLEN DAI dallen@melbaschools.org	BUSINESS	BUSINESS	MELBA JO	136	AD
ALLEN DAI dallen@melbaschools.org	CONSOLIC	BUSINESS	MELBA JO	136	AD
ANDERSEN GANDERSEN@MVSD21.ORG	BUSINESS	BUSINESS	MARSH VA	21	AD
ANDERSEN GANDERSEN@MVSD21.ORG	PERSONN	BUSINESS	MARSH VA	21	AD
ANDERSON cathya@mullanschools.com	BUSINESS	DIST. CLERK	MULLAN C	392	JOH
AQUISO JI jaquiso@sd365.us	PERSONN	BUSINESS	BRUNEAU	365	RIN
AQUISO JI jaquiso@sd365.us	BUSINESS	BUSINESS	BRUNEAU	365	RIN
ARMSTRO sarmstro@sd273.com	BUSINESS	BUSINESS	POST FALL	273	AD
BAILEY STI Baileyst@wpcscougars.org	OPERATIC	BUSINESS	WHITE PIN	464	WH
BAILEY STI Baileyst@wpcscougars.org	BUSINESS	BUSINESS	WHITE PIN	464	WH
BAILEY STI Baileyst@wpcscougars.org	FOOD SER	BUSINESS	WHITE PIN	464	WH
BAKER LAI bakerl@hsbschools.org	BUSINESS	BUSINESS	HORSESHO	73	AD

Copy and paste this column information into a new Outlook email message To field, then hit the Tab key on the keyboard and the email addresses will wrap.



The screenshot shows an Outlook email message form. The "To:" field is populated with a list of email addresses: adair@msd281.org; vonie.adams@murtaugh.k12.id.us; vonie.adams@murtaugh.k12.id.us; dallen@melbaschools.org; jaquiso@sd365.us; jaquiso@sd365.us; sarmstro@sd273.com; Baileyst@wpcscougars.org; Baileyst@wpcscougars.org; baiona@sodaschools.org; courtney.bingham@filer.k12.id.us; sbradley@kimberly.edu; brian.bridwell@jerc.edu; DebraButtrey@sd83.org; DebraButtrey@sd83.org; DebraButtrey@sd83.org. The "Cc:" field is empty, and the "Subject:" field is also empty.

How to Export Search Result Lists

There are several reports in the application that allow information to be exported. Any Advanced Search and District Search result can be exported. The reports under the Mail List menu can also be exported for later use. Exported data is in a spreadsheet format and can be manually modified for additional purposes. For example, if all district data is exported and only district phone numbers are needed, the district name and phone number can be copied from this file.

How to Update IDCI Information via ISEE

For the list of instructions and required Data Collection Elements in ISEE, please visit:

<http://www.sde.idaho.gov/site/isee/requiredData.htm>

Compatibility Mode Information

If you are using Internet Explorer, for optimal performance and functionality you must run in Compatibility Mode. To turn on Compatibility Mode in IE, go to the top menu bar and select **Tools**. From the **Tools** menu, select **Compatibility View**. You will now see a check mark in front of it indicating that Compatibility mode is on. Click on the **Tools** menu option again and the dropdown will close.

